

**Municipality/Organization:** Plaistow

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**EPA NPDES Permit Number:** NHR041026

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**MaDEP Transmittal Number:** W-

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**Annual Report Number  
& Reporting Period:** No. 2: March 05-April 06

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## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

**Contact Person:** Mike Farrell **Title:** Interim Town Manager

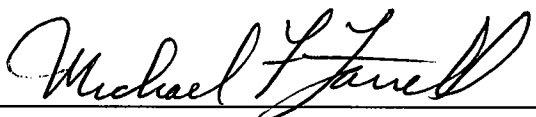
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**Telephone #:** (603) 382-7106 Ext 13 **Email:** tmsecretary@plaistow.com

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#### **Certification:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Signature:** 

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**Printed Name:** Michael F. Farrell

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**Title:** Interim Town Manager

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**Date:** June 28, 2006

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## **Part II. Self-Assessment Plaistow NH Permit # NHR041026**

A spreadsheet detailing the Best Management Practices for this permit year is attached as a part of this submittal along with plans to expand the program in the coming permit year. In general we feel this was a year in which progress continued to be made by focusing on improving regulatory oversight and public awareness of the issue. Our report shows progress in all six areas. We believe these practices are appropriate for the community with the following changes.

- Because of liability issues we have not been able to use volunteers for the stencil project, so while the Boy Scouts designed a stencil, we will have staff paint them.
- With the newly adopted ordinances, we have a better ability to require compliance. Now we can have better documentation of compliance for completion of this form in the future.

The major tasks accomplished in 2004-5 built upon the first year and include the following activities:

- We updated the Site Plan and Subdivision ordinances for construction and post construction erosion and runoff control and open drainage system recharge. We worked with the Conservation Law Foundation to come up with some of the suggestions that were adopted at Town Meeting. Related to this would be inspection procedures for those ordinances.
- We have been handing out copies of a sample EPA notice of intent that includes a lot of information is about ½ inch thick. We will request evidence that developments have made necessary application to the EPA for a permit.
- We worked with Highway Department employees to be sure they understood the operation and maintenance plan for storm water run-off.
- Two Hazardous Household Waste Collection Days were held for Plaistow residents, one in Plaistow and one in Danville.

Our goals for 2006-2007 are in the attached sheet, but of particular focus will be:

- Completion of our drainage map. The Town has purchased a GPS unit to help locate catch basins and plans to have the map as a layer in our GIS database.
- Determining outfall location and examining what may be coming out of the pipes

## **Part III. Summary of Minimum Control Measures (see attachments)**

Attached are copies of the 2006-2007 plan for expansion of the program and a sheet for the completion of 2005-2006.

## **Part IV. Summary of Information Collected and Analyzed Plaistow NH Permit # NHR041026**

We established baselines to compare future years for sweeping streets and catch basin cleaning, since we had not retained those numbers in the past. We also made available information on best management practices downloaded from the Web and acquired at conferences to the public, including the web site.

## **Part V. Program Outputs & Accomplishments (OPTIONAL)**

### **Programmatic**

Storm water management position created/staffed	(y/n)	No
Annual program budget/expenditures	(\$)	Absorbed in other budgets

### **Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	6,000
Storm water management committee established	No	Conservation Commission covering responsibility
Stream teams established or supported		No
Shoreline clean-up participation or quantity of shoreline miles cleaned		NA
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)1 plus joint	1 plus joint
▪ community participation	(%)	Less than 10%

▪ material collected	(tons or gal)	500 batteries, 27- 55 gal drums, plus numerous individual items
School curricula implemented	(y/n)	Yes
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### Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Storm water Management				X
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Storm water Management				X

### Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	9
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	

▪ GIS	(%)	50%
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(# ) (est. gpd)	
% of population on sewer	(%)	None
% of population on septic systems	(%)	100%
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### Construction

Number of construction starts (>1-acre)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

### Post-Development Storm water Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction storm water control	(%)	
Site inspections completed	(# or %)	
Estimated volume of storm water recharged	(gpy)	

## Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	Once/yr.
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Once
Total number of structures cleaned	(#)	450
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	75 yards
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	
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Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Once
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Once
Qty. of sand/debris collected by sweeping	(lbs. or tons)	138 yards
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl	75%
	% CaCl <sub>2</sub>	
	% MgCl <sub>2</sub>	
	% CMA	
	% Kac	
	% KCl	
	% Sand	25%

Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	No
Estimated net reduction in typical year salt application	(lbs. or %)	Weather driven
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	In place

BMP ID.	BMP	Responsible Dept./Person	Measurable Goal
1.0	Public Education & Outreach:		
1.3	Town Storm Water Program in Annual Town Report	Town Manager	2,000 copies distributed annually
1.5	Promoting BMP's on local cable station	Cable Committee	Information on Cable semi annually
1.6	Hazardous Household Waste Collection	Highway Department	Annually with notice in paper, cable, website
2.0	Public Participation:		
2.1	Storm Drain Stenciling	Highway Department	Develop stencil and program by Fall 06 and 50% stenciled by Fall 06
2.2	Conservation Commission promotion of water quality	Conservation Commission	Solicit public participation by news releases and cable annually
2.3	Links on Web-site (for reporting problems and deficiencies)	Town Manager	On Web Site updated annually
3.0	Illicit Discharge Detection & Elimination:		
3.1	Preparation of Master Drainage Map (Delineation of municipal storm sewer system, drainage basins, outfalls & receiving waters)	Town Manager	Delineation of outfalls to receiving waters by Summer 05
3.2	Storm sewer ordinance (Regulatory mechanism to prohibit non-storm water, pollutant, discharges)	Code Enforcement	Ordinance adopted by Town and reviewed annually
3.3	Qualitative observation of discharge at outfalls	Conservation Commission	Fall of 05 observation of 75% of delineated outfalls
3.4	Dry weather screening of outfalls	Conservation Commission	Fall of 05 observation of 75% of delineated outfalls
3.5	Develop program for the elimination of illicit discharges if any	Conservation Commission	Summer of 06 plan developed
3.6	Implement program for elimination of illicit discharges if any	Conservation Commission	Summer 07 action starting 09
4.0	Construction Site Runoff Control		
4.1	Preparation of Town Ordinance, to address: BMP erosion & sediment controls for all new construction, preparation of SWPP's for land disturbances greater than 1 acre, building setbacks from waters of the State and disposal of discarded building materials	Planning Department	Monitor and enforce
4.2	Develop procedures for Site Plan review of Construction Site Runoff Control	Planning Department	Monitor and enforce
4.3	Develop procedures for Site Inspection, enforcement and penalties for non-compliance	Planning Department	Monitor and enforce
5.0	Post Construction Runoff Control:		
5.1	Preparation of Town Ordinance, to address: Structural BMP's for land disturbances greater than 1 acre, and perpetual maintenance of BMP's	Planning Department	Monitor and enforce
5.2	Develop procedures for Site Plan review and review of SWPP's, including application fees	Planning Department	Monitor and enforce
5.3	Promote open drainage systems and groundwater recharge through infiltration systems	Planning Department	Monitor and enforce
5.4	Develop procedures for Site Inspection, enforcement, inspection fees,	Code Enforcement	Monitor and enforce
6.0	Good Housekeeping		
6.2	Implement Employee Training Program to include: vehicle maintenance, building maintenance, calibration of salt spreaders, hazardous materials storage, spill response and prevention, and new construction BMP's	Highway Department	Winter of 2004/5 review O&M plan and train staff. Review with staff annually.
6.3	Catch Basin and storm system maintenance	Highway Department	Clean and inspect Catch Basins at least once every year
6.4	Annual sweeping of streets in Town	Highway Department	Sweep at least 100% of streets annually by August 1



BMP ID.	BMP	Responsible Dept./Person	Measurable Goal
1.0	Public Education & Outreach:		
1.3	Town Storm Water Program in Annual Town Report	Town Manager	4,000 copies distributed annually all post office addresses in Town
1.5	Promoting BMP's on local cable station	Cable Committee	Information on Cable semi annually
1.6	Hazardous Household Waste Collection	Highway Department	Annually with notice in paper, cable, website
2.0	Public Participation:		
2.1	Storm Drain Stenciling	Highway Department	Develop stencil and program by Fall 04 and 50% stenciled by Fall 06
2.2	Conservation Commission promotion of water quality	Conservation Commission	Solicit public participation by news releases and cable annually
2.3	Links on Web-site (for reporting problems and deficiencies)	Town Manager	On Web Site updated annually
3.0	Illicit Discharge Detection & Elimination:		
3.1	Preparation of Master Drainage Map (Delineation of municipal storm sewer system, drainage basins, outfalls & receiving waters)	Town Manager	Delineation of outfalls to receiving waters by Summer 05
3.2	Storm sewer ordinance (Regulatory mechanism to prohibit non-storm water, pollutant, discharges)	Code Enforcement	Ordinance adopted by Town and reviewed annually
3.3	Qualitative observation of discharge at outfalls	Conservation Commission	Fall of 05 observation of 75% of delineated outfalls
3.4	Dry weather screening of outfalls	Conservation Commission	Fall of 05 observation of 75% of delineated outfalls
3.5	Develop program for the elimination of illicit discharges if any	Conservation Commission	Summer of 06 plan developed
3.6	Implement program for elimination of illicit discharges if any	Conservation Commission	Fall of 06 enforcement actions started
4.0	Construction Site Runoff Control		
4.1	Preparation of Town Ordinance, to address: BMP erosion & sediment controls for all new construction, preparation of SWPP's for land disturbances greater than 1 acre, building setbacks from waters of the State and disposal of discarded building materials	Planning Department	Monitor and enforce
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5.4	Develop procedures for Site Inspection, enforcement, inspection fees.	Code Enforcement	Monitor and enforce
6.0	Good Housekeeping		
6.2	Implement Employee Training Program to include: vehicle maintenance, building maintenance, calibration of salt spreaders, hazardous materials storage, spill response and prevention, and new construction BMP's	Highway Department	Winter of 2004/5 review O&M plan and train staff. Review with staff annually.
6.3	Catch Basin and storm system maintenance	Highway Department	Clean and Inspect Catch Basins at least once every two years so all are cleaned
6.4	Annual sweeping of streets in Town	Highway Department	Sweep at least 75% of streets annually by August 1